

APPENDIX D

SAMPLE SELECTION PROCEDURES

**ADOPTED BY
(NAME OF AREA JOINT APPRENTICESHIP
COMMITTEE)**

DEVELOPED IN COOPERATION WITH THE
UNITED STATES DEPARTMENT OF LABOR
OFFICE OF APPRENTICESHIP

APPROVED BY: _____
REGISTRATION AGENCY

DATE APPROVED: _____

The certification of this selection procedure is not a determination that, when implemented, it meets the requirements of the Uniform Guidelines on Employee Selection Procedures (41 CFR Part 60-3) or Title 29, CFR Part 30.

SECTION I - MINIMUM QUALIFICATIONS (EXAMPLES)

Applicants accepted and registered as apprentices must meet the following minimum qualifications:

A. Age:

Shall be at least 18 years of age **(All applicants shall be at least eighteen (18) years of age. Applicants are required to submit reliable proof of age. This is in Section III)**

B. Education:

Must have a high school diploma or GED (Applicants shall be high school graduates or provide proof of equivalent educational attainment, such as successful completion of GED.

C. Physical

Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.

Applicants may be subject to a physical agility or fitness test, or screened for the current illegal use of drugs or both on acceptance into the program and prior to being employed.

SECTION II - APPLICATION PROCEDURES

- A. Applications shall be accepted year round, but at least once a month at the Local level by the Local Apprentice Representative. All persons requesting an application shall have one made available upon signing the applicant log.
- B. All applications shall be identical in form and requirements. The application form shall be numbered in sequence corresponding with the number appearing on the applicant log so that all applications can be accounted for. Columns will be provided on the applicant log to show race/ethnic and gender identification and the progress by dates and final disposition of each application.
- C. Before completing the application, each applicant will be required to read the Apprenticeship Standards and will be informed of the basic qualifications and documents needed to complete the application.

- D. Receipt of the properly completed application form, along with required supporting documents, (proof of age, driver's license, birth certificate or other acceptable documentation; copy of high school diploma, GED Certificate or other acceptable documentation) if applicable, shall constitute the completed application.
- E. The Local Area Representative will review the applications received from applicants, checking for completeness.
- F. Completed applications, including the Applicant Log, will be forwarded to the Area Coordinator who will check all applications to insure they meet the minimum age requirement. Applicants deficient in one or more qualifications or requirements or making false statements on their application will be notified in writing by the Area Coordinator of their disqualification. The applicant will also be notified of the appeal rights available to them. No further processing of the application will be taken.
- G. Applicants meeting the minimum qualifications and submitting the required documents will be notified where and when to appear for the interview (if applicable).

SECTION III - SELECTION PROCEDURES

- A. The Area Joint Apprenticeship Committee will utilize referrals from the Helmets to Hardhats Program. Veterans who meet the requirements for entry into the Helmets to Hardhats Program will be eligible for referral to the Area Joint Apprenticeship Committee upon verification from the Helmets to Hardhats Program that the veteran(s) has a transferable skill in an apprenticeable occupation. Referrals from the Helmets to Hardhats Program will be done pursuant to the procedures established by the Helmets to Hardhats Program. Supervision of the selection process shall be done by the Helmets to Hardhats Program. Entry of veterans into the Program will be done without regard to race, color, religion, national origin, or sex.
- B. After exhaustion of the pool of eligible applicants as outlined in subparagraph A above, the Area Joint Apprenticeship Committee will utilize Selection Method #2 (Random Selection from Pool of Eligible Applicants). This will include selection of individuals with welding qualifications in accordance with Exhibit "D-1" attached.
- C. Supervision of the random selection process shall be done by an impartial person(s) selected by the Area Coordinator. This person(s) will not be associated with the administration of the apprenticeship program. The processing of the list must be witnessed by an independent third party.
- D. The time and place of the selection, and the number of apprentices to be selected, shall be done following the Screening Orientation and at the same location as the Screening Orientation. It shall be announced. The place of the

selection shall be open to all applicants and the public. The names of apprentices drawn by this method shall be posted immediately following the selection at the Area Joint Apprenticeship Committee's and Local Office place of business.

- E. The Area Coordinator will send the applicants a letter informing them of their placement on the Random Selection Applicant Roster.
- F. The Area Coordinator will provide the Local Committee with the final Applicant Roster based on the outcome of the random selection process.
- G. As openings for the registration of new apprentices occur, applicants will be notified of selection by telephone. It shall be the responsibility of the applicant to keep the Local Area Committee informed of their current mailing address and phone number. The Local Area Committee should inform the Area Coordinator of any changes received for applicant addresses/phone numbers.
- H. If the applicant cannot be reached by phone within two (2) days, a "Certified Letter, Return Receipt Requested," will be sent. If no response is received in ten (10) working days from the written notice of selection, the applicant's name will be removed from the list. Only one certified notice will be mailed.
- I. Qualified applicants remaining on a preceding eligibility pool will automatically be carried forward on the new eligibility pool and placed above those from the current pool of eligibles for a period of two (2) years, unless the applicant has been removed from the list by their own written request or following failure to respond to an apprentice opening. Applicants who were not placed during the two (2) year period they were in the eligibility pool will be required to reapply.

SECTION IV - COMPLAINT PROCEDURE

- A. Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or gender, with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program, may personally or through an authorized representative, file a complaint with the Registration Agency or, at the apprentice or applicant's election, with the private review body established by the Area Joint Apprenticeship Committee (if applicable), or with the Equal Employment Opportunity Commission.
- B. The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and, in the case of complaints filed directly with the review bodies designated by the Area Joint Apprenticeship Committee to review such complaints, any referral of such complaint by the complainant to the Registration Agency must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended with good cause shown.
- C. The complaint must be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the Area Joint Apprenticeship Committee involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards.
- D. The Area Joint Apprenticeship and Training Committee shall provide the applicant with the complaint procedure.
- E. Complaints of harassment in the apprenticeship program may be filed and processed under Title 29, CFR, Part 30, and the procedures as set forth above.

SECTION V - MAINTENANCE OF RECORDS

All records, including Announcement of Openings, Apprentice Applicant Logs, Applications and all supporting documents for each processing cycle, Test Results, Ranking Lists, and other records relating to the selection and employment of apprentices shall be retained for a period of five (5) years and made available upon request to the Registration Agency.

The Area Joint Apprenticeship Committee will keep adequate records including a summary of the qualifications of each applicant, the basis for evaluation and for selection or rejection of each applicant, the records pertaining to interviews of applicants, the original application for each applicant, information relative to the operation of the apprenticeship program, including, but not limited to, job assignment, promotion, demotion, layoff, or termination, rates of pay or other forms of compensation or conditions of work, hours including hours of work and, separately, hours of training provided, and any other records pertinent to a determination of compliance with these regulations, at 29 CFR, Part 30, as may be required by the U.S. Department of Labor. The records pertaining to individual applicants, selected or rejected, will be maintained in such manner as to permit the identification of minority and women (minority and nonminority) participants.

Each sponsor must retain a statement of its affirmative action plan for the prompt achievement of full and equal opportunity in apprenticeship, including all data and analysis made pursuant to the requirements of 29 CFR 30.4. The sponsor also must maintain evidence that its qualification standards have been validated in accordance with the requirements set forth in 29 CFR 30.5(b).

In addition to the above requirements, adequate records will include a brief summary of each interview and the conclusions on each of the specific factors, e.g., motivation, ambition, and willingness to accept direction, which are part of the total judgment. Records will be maintained for 5 years from the date of the last action and made available upon request to the U.S. Department of Labor or other authorized representative.

SECTION VI - OFFICIAL ADOPTION OF SELECTION PROCEDURES

The foregoing Selection Procedures are hereby officially adopted by Area Joint Apprenticeship Committee on this day _____ of _____.(Insert Year).

Chairperson

Date

Typed/Printed Name

Secretary

Date

Typed/Printed Name